



Are You Prepared if Disaster Strikes?

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This Newsletter is published quarterly by the Division of Court Services as an informational and educational service to state judicial personnel.

Readers are encouraged to offer comments and article ideas by contacting the Court Services Division at (573)751-4377, by fax at (573)751-5540, by E-mail at osca_newsletter@osca.state.mo.us or by writing to:

*Office of State Courts Administrator
Attn: Court Services
2112 Industrial Drive
P.O. Box 104480
Jefferson City, Missouri 65110*

Stephen N. Limbaugh, Jr., Chief Justice

Michael Buenger, State Courts Administrator

Severe weather rolls through Missouri once again, wrecking havoc and destruction in its path. The United States ranks number one in the world for tornadoes, averaging 800 per year. Although tornadoes may hit in all 50 states, they most frequently occur in the Midwest where conditions are favorable for the development of severe thunderstorms, which in turn create the conditions for producing tornadoes.

Severe thunderstorms alone can be incredibly violent and dangerous. They can produce torrential rain, flooding, large hail, high winds, and downbursts, which are extreme, localized winds that explode downward from a thunderstorm.

Several communities throughout Missouri have already experienced the destructive force of severe weather, including court facilities and employees. Are you and your courthouse prepared if faced with these types of natural disasters?

In preparing for a disaster remember, people always come first. Do not take any unnecessary risks! Following are a few steps to help prepare for an emergency:

- Make sure the courthouse has an appropriate, up-to-date, and posted evacuation and tornado plan, along with a current list of all staff located in the facility.
- Maintain an emergency contact list for each employee in the event of an injury. More than one individual should know where this information is kept.
- Prepare and maintain a list of essential contacts, such as the fire department, gas company, electric company, ambulance service, law enforcement, etc. Again, more than one person should know where the information is kept.
- Keep an up-to-date inventory of the courthouse and equipment. Taking pictures is often the easiest way to accomplish this.
- Make arrangements for holding court and conducting related business in an alternate location and compile a list of necessary office supplies and equipment that will be needed.
- If paper records become wet, they must receive attention within 48 hours. Mold and mildew begin to grow at very rapid rates, which results in the loss of vital, sometimes unrecoverable information. Commercial freezing is the best way to stop mold and mildew from growing.

(Continued on Page 4)



Circuit 5 Profile



Geographic Area:

Andrew County – 436 square miles

Buchanan County – 409 square miles

Population:

Andrew County – 15,562

Buchanan County – 85,998

Demographics:

Andrew County – Age: 0-19 = 29%; 20-44 = 32.9%;
45-59 = 19.6%; 60-74 = 11%; 75+ = 7.5%

Buchanan County – Age: 0-19 = 27.6%; 20-44 =
36.3%; 45-59 = 17.2%; 60-74 = 11.3%; 75+ = 7.6%

Presiding Judge:

Patrick Robb

Circuit Judges:

Randall Jackson Div I

Weldon C. Judah Div II

Daniel F. Kellogg Div IV

Associate Judges:

Andrew County – Michael J. Ordnung

Buchanan County – Keith Marquart Div V

– Ronald E. Taylor Div VI

Circuit Clerk:

Andrew County – Rosa Lancey

Buchanan County – Ireene Mooney

Juvenile Officer

Chad L. Campbell

Number of Staff:

Clerical Staff – 36

Juvenile Staff – 53

Caseload: Total filings in FY02

Andrew County – 3,702

Buchanan County – 12,515

Named After:

Andrew County – Andrew Jackson Davis,
prominent citizen of St. Louis

Buchanan County – James Buchanan, senator from
Pennsylvania and later U.S. President

Of Interest:

Andrew County – established on January 29, 1841,
was part of the Platte Purchase of 1836. The
Andrew County Museum and Genealogy
Department, located in the county seat of Savannah,
holds a wealth of historical information.

Buchanan County – established on December 31,
1838. There are a number of historic sites and
museums in or near the county seat of St. Joseph.
Patee House Museum served as the Pony Express
Headquarters from 1860 to 1861. Patee House is
also the only original Pony Express building still in
existence in St. Joseph.

The Jesse James Home is located directly
behind Patee House, and only two blocks away,
outlaw Jesse James was gunned down on April 3,
1882, by Bob Ford.

(Continued on Page 3)

Circuit Profile *(Continued from Page 2)*

Presiding Judge Comments:

The 5th Circuit consists of two counties, Andrew and Buchanan, and is located in Northwest Missouri approximately 40 miles north of Kansas City. The county seat for Buchanan County is St. Joseph and Andrew County is Savannah. The Missouri River provides the western border for the Circuit.

St. Joseph, Missouri, has a population of approximately 80,000, and is the home of Missouri Western State College. St. Joseph is a town rich in history. It is famous for being the place where the Pony Express began and Jesse James was killed. In 1804, Lewis and Clark and their expedition camped on the banks of the Missouri River near what is now St. Joseph. In the early 1800s, St. Joseph served as the starting point for wagon trains filled with pioneers heading west.

A variety of architectural styles can be found in both St. Joseph and Savannah. The Hall Street historic district located near downtown St. Joseph is a small residential neighborhood built from 1860 to 1905 by some of St. Joseph's leading citizens. The architecture of these buildings is exceptional. The Buchanan County Courthouse is a rare example of courthouse design from the late 1800s and is listed on the National Register of Historical Places. It was here that the Ford brothers pled guilty to the murder of Jesse James in 1882 and were sentenced to death only to be pardoned by the Governor a few days later.

The 5th Circuit has operated an adult Drug Court in Buchanan County since 1997. There are approximately 125 individuals in the program. The 5th Circuit started a Juvenile Drug Court in 2002 and presently has approximately 30 juveniles participating in that program. The judges of the 5th Circuit have worked diligently to institute procedures to meet the time standard limits set out by the Supreme Court and as a result provide litigants timely access to the Courts.

COURT CONSOLIDATION

With more than half the calendar year remaining, 2003 holds the record (7) for number of courts consolidating. Four courts consolidated effective January 1, including Henry, Lincoln, Polk and St. Charles Counties. Caldwell and Lewis Counties consolidated April 1 and Newton County will consolidate effective June 1. In all instances the Circuit Clerk has or will become appointing authority over the deputy and division clerks.

Four was the maximum number of courts consolidating in any year prior to 2003. In both 1997 and 2001, there were four consolidations.

By June 1, courts in a total of 26 counties, employing more than 400 staff, will have consolidated. The offices range in size from 4 clerks, including the Circuit Clerk, up to 70 positions.

To date, most consolidating courts have taken advantage of financial assistance offered by the Circuit Court Budget Committee.

If you have questions, please contact Linda Hope, Evaluation Specialist, (573) 751-4377 or Linda_Hope@osca.state.mo.us.

APPOINTMENTS

Effective immediately:



State Judicial Records Committee

Judge Karl DeMarce, 1st Circuit, was appointed member for a term ending on December 31, 2004.

Judge Thomas Grady, 22nd Circuit, was appointed member for a term ending on December 31, 2005.

Presiding Judges' Executive Committee

Judge Patrick Robb, 5th Circuit, was appointed member for a term expiring on December 31, 2004.

Municipal Judge Education Committee

Judge Judy Draper, Clayton, was appointed member for a term expiring on December 31, 2005.

Are you Prepared if Disaster Strikes? *(Continued from Page 1)*

- Mold and mildew are also a concern for microfilm and microfiche. Without preservation action being taken within 72 hours, they can be damaged beyond recovery.
- Computer disks and tapes can also be seriously damaged by exposure to high levels of moisture. Keep a back-up of vital information and store it in an off-site location.

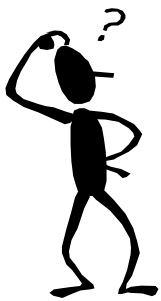
For more information on preparing for disaster and recovery of records, visit the following web sites:

www.sos.state.mo.us/archives/localrecs/conservation/vendor/disasterrecovery.asp

www.disaster.lib.msu.edu/disasterprep.pdf or www.lva.lib.va.us/whatwedo/records/manuals/dp-files.htm

Bail Bond Agent Licensing Information

Do you have trouble determining the general bail bondsman for notification of unsatisfied judgments? The answer is now at your fingertips.



Bail bond agent information is available on-line through the Department of Insurance. Users can perform an "agent search" using the agent's license number or last and first name. The current status of the agent and the agent's general bail bondsman information is provided.

In addition, users can search by city or zip code to determine the bondsmen located in specific areas of the state, or by the bail bond company name to determine the current agents under that company. To access this information, logon

www.insurance.state.mo.us/industry/agtstatus.htm

Licensed insurance agencies that may not be listed under the companies found under the "agent search" process can be located by logging on to

www.insurance.state.mo.us/consumer/companies.htm

Report Paternity Judgments

Federal regulations require that Missouri achieve a paternity establishment percentage (PEP) of 81.74% in order to retain federal funding. The federal auditors determine the PEP by counting the number of birth records maintained by the Bureau of Vital Records (BVR) showing a father's name. Missouri's PEP for state fiscal year 2003 (FY03) is 77.56%.

Failure to reach the required level of 81.74% by June 30, 2003 will result in a penalty of \$2.2 million withheld from federal funds for Missouri.

Before BVR will add a father to a birth record:

- 1) BVR must receive a **certified** copy of the judicial or administrative order establishing paternity from the circuit clerk (Sections 193.215(3) and 490.130 RSMo) and;
- 2) the wording in the order must instruct BVR to add the father's name to the birth record.



Please remember to send certified copies of all paternity orders to the Bureau of Vital Records. Not only are you complying with the law, but you are also helping keep much-needed federal funds in Missouri.

If you have questions about this article, please contact Rhonda Allen at 573-751-4377 or e-mail her at rhonda_a_allen@osca.state.mo.us



RAS Tokens, Your Remote Passport into the Network

RAS is the acronym for Remote Access Service. A RAS Token, as pictured, is a small device that displays a new six-digit number every sixty seconds. By issuing a user a token and a unique PIN number, the OSCA Network is able to verify the identity of the user and allow access into the appropriate e-mail and user folders. Many OSCA and Circuit Court Users use this technology to logon to the network when they are away from the office. RAS is beneficial especially for longer trips when it may be necessary to monitor incoming e-mail while out of the office.

Before leaving the office, we recommend the following:

- ◆ Test your RAS token a day or two prior to your trip. If you have forgotten your PIN or encounter problems with logon, there will be ample time to contact OSCA Systems Security and receive your PIN number or correct your logon problems before you leave.
- ◆ Replicate e-mail before leaving the office. This will save time when Notes replicates with the server and copies all of the changes from the Notes database to your computer while you are away from the office.

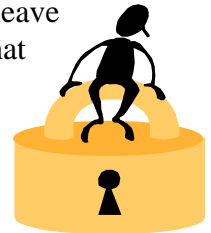
Does Your Court Have a Security Exception?

Security levels on JIS court cases ensure that only those authorized to access the case can view the information. On many occasions, the final decision or action on the case will require a manual change in the security level. Two major situations occur when a case is initially set or changed to an incorrect security level.

1. Information that should not be public is still available to the public at large, through the public terminals or online at CaseNet.
2. Information that should no longer be private is not available to the public.

Either of these circumstances can force you to deal with an awkward, if not legal, problem.

You can ensure that your court is in compliance and troubleshoot common user errors by running the Security Exception Report. This report is available to all court Clerks on JIS by using OSCA Reports. We recommend that you start this report late in the afternoon or as you are leaving for the day as it is often lengthy and can slow down your court's network traffic. **BE SURE TO LOCK YOUR WORKSTATION** if you leave this report running after hours so that you can ensure protection of your own user id and password.



If you need instructions for running this report or for locking your workstation, or if you have a problem accessing the report, please contact the OSCA Help Desk at 888-541-4894.

Passwords Are Private!

Computer users are held personally responsible for any action taken with their usernames and passwords. This means that individuals should not disclose their passwords to anyone else, including their supervisor, so individual accountability is maintained.

In an emergency, passwords may need to be disclosed, but the user is then responsible for immediately changing his/her password so that he/she alone can log on with the username.



Fine Collection Center Update for Spring 2003 OSCA Newsletter

The Fine Collection Center (FCC) now has 62 member counties. The most recent additions to the program are Oregon County that joined FCC on March 1, 2003 and Stone and Wright Counties that joined the program on April 1, 2003. Several other counties are currently considering FCC membership.

FCC continues to use electronic case transfer to accept many Highway Patrol tickets, and this system is working well. A large majority of Patrol tickets arrive at FCC before they have entered them into their databases. Although there has been a gradual increase in the number of cases that have been entered and can be accepted through the electronic case transfer process, it appears that FCC will not be able to make full use of this new timesaving technology until the Patrol begins issuing tickets electronically and transferring ticket data to the troops on a regular basis. When that time arrives, the timesavings will be greatly increased.

As of April 15, 2003, FCC collected \$22 million in fines and costs for our member counties since beginning operation on July 1, 1999. During FY 02, FCC processed 105,000 cases and collected \$6.8 million. During FY 03 through April 15th, FCC processed 93,000 cases and collected \$6.5 million.



If you have any questions regarding the FCC program or how to become a member, contact Jack Morgan, Director, at (573) 522-2004 or toll free at (877) 866-3926 or Jack_H_Morgan@osca.state.mo.us.

RESOURCES OF EXPERIENCED PROFESSIONAL STAFF (REPS)

The Resources of Experienced Professional Staff (REPS) program allows courts to hire former employees on a temporary basis at an hourly rate equivalent to the pay step and range occupied when the employee resigned or retired. Courts that have participated in the program have been very appreciative of the assistance provided by individuals who are familiar with the court system and require little or no training.

There are currently some 60 former court employees who have registered to work under the REPS program. A number have JIS experience. Most have designated a particular division, county or region for which they are available. Others are willing to travel wherever they are needed.

Courts that qualify for temporary assistance and are interested in employing a REPS participant are encouraged to submit an application. The form is available in the Missouri Courts Information Center (MCIC) database.

If you are interested in participating as a REPS employee or know a former employee who may be interested in the program, please refer to the MCIC database for a description of the program and a copy of the application form.

If you have questions, please contact Linda Hope, Evaluation Specialist at (573) 751-4377 or Linda_Hope@osca.state.mo.us.



Best Practices Resource Guide Workshops

The Family Court Committee of the Supreme Court has finalized and distributed to the courts, the second installment of the *Missouri Resource Guide for Best Practices in Child Abuse and Neglect Cases* bench cards. This installment includes cards for the dispositional review hearing, permanency hearing, and post permanency review hearings, as well as informational cards on the Indian Child Welfare Act (ICWA), Interstate Compact on the Placement of Children (ICPC), and Multiethnic Placement Act (MEPA).

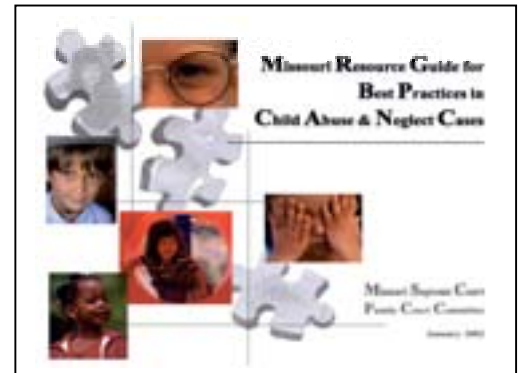
In addition, at the request of Chief Justice Limbaugh, the Family Court Committee developed a plan for Missouri's court, child welfare agency, and legal community to come together for an introduction to the *Resource Guide* and the *Best Practice Recommendations* contained therein. As a result, this spring, seven regional, multi-disciplinary workshops are underway in five sites throughout the state.

The workshops will be provided to over 900 participants and will include all juvenile and family court judges and commissioners who hear child abuse and neglect cases, juvenile officers, deputy

juvenile officers, attorneys, GALs and CASA volunteers, and DFS child welfare workers and

supervisors. Funding to support the publication of the *Resource Guide* and the regional workshops was obtained from the federal Juvenile Court Improvement Project grant, along with assistance from the Division of Family Services and the Missouri CASA Association.

The bench cards are available on the Missouri Court Information Center under Juvenile and Adult Court Programs/ Family Court Committee. Please contact Norma Rahm at the Office of State Courts Administrator at 573-751-4377 or Norma.Rahm@osca.state.mo.us, for further information on the training or on the *Resource Guide*.



Who Schedules Interpreters?

The interpreter serves as an officer of the court and their duty in a court proceeding is to serve the court and the public to which the court is a servant. **It is the responsibility of the court** to appoint an interpreter (not the attorney or the party) for a court proceeding when a person has a limited ability to understand and communicate in English. The interpreter bills the court for the services rendered and the court processes the invoice for payment.

Additional information on scheduling and paying interpreters is found on the Missouri Court Information Center under Juvenile and Adult Court Programs/Access to Justice.

For additional information, please contact Phyllis Launius at the Office of State Courts Administrator at 573-751-4377 or Phyllis.Launius@osca.state.mo.us.

Test Your Knowledge about Providing Services for the Deaf and Hard of Hearing



- 1) **What level of sign language interpreter certification is needed to work during a felony case?**
 - a) Comprehensive
 - b) Advanced
 - c) Intermediate
- 2) **Missouri statutes require that individuals working as sign language interpreters be:**
 - a) Certified by the Commission for the Deaf and Hard of Hearing.
 - b) Licensed by Professional Registration.
 - c) Both of the above.
- 3) **OSCA pays for:**
 - a) Reasonable fees and expenses of sign language interpreters and auxiliary aids for deaf and hard of hearing parties, jurors, and witnesses in any event concerning or resulting from a case.
 - b) Reasonable fees and expenses of sign language interpreters and auxiliary aids for deaf and hard of hearing parties, jurors, and witnesses in any family, civil, probate, criminal or municipal division proceeding or parent, guardian, foster parent or other legally responsible party in civil or criminal juvenile proceedings.
 - c) Reasonable fees and expenses of sign language interpreters and auxiliary aids for deaf and hard of hearing parties needed during attorney/client conferences.
- 4) **A level 4 (advanced) sign language interpreter can work during which types of cases?**
 - a) Misdemeanor and civil.
 - b) Felony, juvenile and family court.
 - c) Both of the above.
- 5) **What's an assistive listening device (ALD):**
 - a) Amplifies sounds for the hard of hearing and at least one is available in every circuit.
 - b) An attachment for the phone used by people who are hard of hearing.
 - c) A device to eavesdrop.
- 6) **The first responsibility of a sign language interpreter or real-time captioner is to determine if they are qualified for the particular situation. Which of these would be a reason to decline the assignment?**
 - a) Bias or conflict of interest, or the appearance of same, due to familiarity with a party in the case.
 - b) Sensitivity to the subject matter.
 - c) Unfamiliar subject matter
 - d) All of the above.

(Continued on Page 9)

Test Your Knowledge *(Continued from Page 8)*

- 7) **How do you determine if more than one interpreter is needed?**
- a) Complexity and length of proceeding (longer than 2 hours).
 - b) If a defendant and one or more witnesses are deaf, an additional interpreter would be needed so there is someone available if the defendant has a question for their attorney during the witness' testimony.
 - c) Both of the above.
- 8) **What's "real-time captioning"?**
- a) A very fast typist uses a special keyboard to record an event word for word and the messages are sent from the special keyboard to a screen that the person reads.
 - b) Same as court reporting.
 - c) The typed words you may have seen on the bottom of your TV screen during programming.
- 9) **Who may request "real time captioning"?**
- a) A person deafened later in life who does not know sign language.
 - b) A person who is hard of hearing and the assistive listening device does not amplify the sounds enough for them to communicate effectively.
 - c) Both of the above.
- 10) **Where do you find out how to schedule services for the deaf and hard of hearing?**
- a) MCIC, Access to Justice, DEAF: Scheduling and Paying.
 - b) "Providing Effective Communication in Court".
 - c) Ask the party requesting the service.
 - d) Both (a) and (b).

For additional information, please contact Phyllis Launius at the Office of State Courts Administrator at 573-751-4377 or Phyllis_Launius@osca.state.mo.us.

Answers: **1 (a)** Comprehensive interpreters (a.k.a. Level 5) are the most qualified and required for felony cases. **2 (c)** Section 476.750 defines a qualified interpreter as certified and licensed. **3 (b)** OSCA pays for services needed by the deaf and hard of hearing for any case proceeding. **4 (a)** Advanced interpreters (a.k.a. Level 4) may only do misdemeanor and civil proceedings, but not juvenile or family court, which require a Level 5 interpreter. **5 (a)** An ALD amplifies the sounds in a room. Each circuit received at least one system and the distribution list is on MCIC. **6 (d)** By the code of professional responsibility, interpreters and real time captioners should not accept an assignment they are not qualified to do or one that may appear as a conflict of interest or bias. **7 (c)** Both of the examples are reasons where two interpreters would be needed to prevent interpreter fatigue or to ensure a deaf defendant is able to "be present" at the proceeding. **8 (a)** A real-time captioner will have special equipment and may need a screen to project the proceedings for the person needing the service. **9 (c)** Not all deaf or hard of hearing people communicate with sign language and if someone requests real-time captioning it is because that is the most effective way for them to communicate. **10 (d)** MCIC is on your Lotus Notes and the Access to Justice section (under Juvenile & Adult Court Programs) has information on this subject and others to assist you in providing equal access to court services and programs.

Facilitating Effective Communication in Court

The following tips work for **sign language interpreters, foreign language interpreters, and real-time captioners:**

- Allow them to become familiar with the matter so they can render a more accurate interpretation/record.
- Be familiar with their codes of conduct.
- Be aware that the interpreter/captioner will interpret **all** that is said in the presence of all individuals - not editing out anything spoken or signed as an aside.
- Expect interpreters to ask for clarification or a repeat if they don't understand or didn't get the entire utterance.
- Let them determine the best possible placement for all parties.
- Interpreters will not provide information or opinions about the individual who is deaf or the situation. (Don't ask, "Do you think they are lying?")
- Don't give something to the interpreter to explain and then walk away - the interpreter's role is to interpret what you say.

For additional information, please contact Phyllis Launius at the Office of State Courts Administrator at 573-751-4377 or Phyllis_Launius@osca.state.mo.us.

Scholarship Recipient Attended Child Custody and Visitation Symposium

Paula J. Hendrix, Supervisor of the Child Abuse/Neglect Unit of the Jefferson County Juvenile Court, was selected to attend the symposium on Child Custody and Visitation sponsored by the National Council of Juvenile and Family Court Judges in San Diego, California, May 4 - 7, 2003. Included as a member of the faculty was Judge Dennis J. Kehm, also from the Twenty-Third Judicial Circuit.

The Child Custody and Visitation Symposium addressed such issues as the primacy of children's interests, parenting plans, domestic violence and its repercussions, judicial responsibility in assuring fairness in court, as well as other related topics.

Hendrix's appearance was supported by a scholarship awarded by the State Justice Institute (SJI). SJI is a non-profit organization established by federal law to award grants to improve the quality of justice in state courts nationwide, facilitate better coordination between state and federal courts, and foster innovative, efficient solutions to common problems faced by all courts. More information about SJI is available on their web site at www.statejustice.org.

If you would like additional information about the Child Custody and Visitation symposium, please contact Paula Hendrix at 636-797-6060 or Paula_Hendrix@osca.state.mo.us.

Foreign Language Court Interpreter Certification Results

Results from the May tests will be posted on the Missouri Court Information Center under Juvenile and Adult Court Programs, Access to Justice, "Foreign Language: Scheduling & Paying." Be sure to check there when scheduling interpreters to ensure the most recent information on certified interpreters.

Appellate Court Education Committee ---

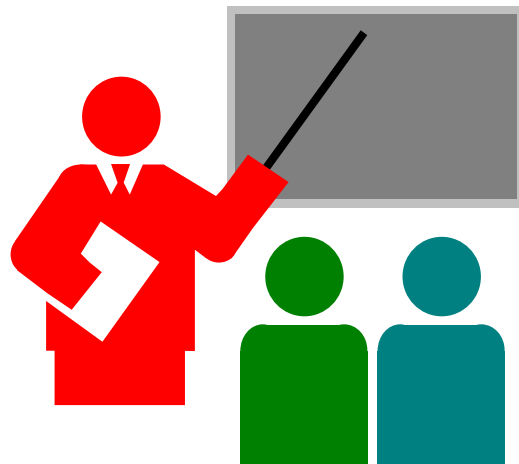
The Appellate Court Education Committee experienced another successful Appellate Forum. The annual event welcomed Professor Erwin Chemerinsky, the Sydney M. Irmas Professor of Public Interest Law, Legal Ethics and Political Science at the University of Southern California Law School. Professor Chemerinsky's topic, presented through modern advances in communication, was *The United States Supreme Court*; the attendees were enthralled as Professor Chemerinsky spoke to them via polycom from Los Angeles. Joining Professor Chemerinsky was the State Solicitor James R. Layton. They shared the topic *Federal Constitution & State Constitution*. Judge Lisa White Hardwick chaired a panel comprised of Judge Gloria Reno, Anita Rodarte and Commissioner Scott Tinsley discussing *Changes in Form 14*. Chief Judge Stephen N. Limbaugh, Jr. offered Monday's keynote lunch speech. Bill L. Thompson; counsel Supreme Court of Missouri, presented *Key Rule Changes and Legislative Issues*. Judge Forest Hanna facilitated the *Open Discussion of Appellate Issues*. A *Cyber Café* presented by Kirk Arnold ran concurrently with a Virtual Reality *Citizens Academy* presented by FBI Special Agent Joseph Fink. Meridee Edwards, Chief Disciplinary Counsel, gave brief remarks at Tuesday's lunch. Dr. Brian Polansky facilitated the second day workshop entitled, *Advanced Communications Skills: A Commitment to Civility*. The Appellate Forum received high marks for relevant topics and academic content. The evaluations were excellent.

For more information contact Joyce Weber, Division Secretary, at 573-526-8844 or Joyce_Weber@osca.state.mo.us

Court Reporter Education Committee --

Due to an illness of the scheduled presenter the CREC revisited planning the 2003 educational seminars. The Committee agreed to extend an invitation to Dr. Brian Polansky asking him to facilitate the ten (10) hour August/October Seminar that runs concurrently with the Judicial College. Dr. Polansky has penciled in the August 7 & 8 seminar in Kansas City and the October 30 & 31 seminar in St. Louis.

For more information contact Joyce Weber, Division Secretary, at 573-526-8844 or Joyce_Weber@osca.state.mo.us



Court Content Course Development for Clerks

The Court Clerk Education Committee has authorized and directed the development of over a dozen court content courses in addition to its regular annual program offerings. Experienced court personnel, in cooperation with OSCA content specialists and an education programs specialist, developed these courses. Without the dedicated work of these experienced court personnel, and the support of their appointing authorities, these courses simply would not exist. Therefore, please take a moment to say “thank you” to the court personnel listed below even if you have not had the opportunity to take one of the courses. Note: this list does not include faculty for programs designed specifically for the Court Clerk College, also some faculty may no longer be employed with the courts.

Accounting Practices

Jammy Brandes
Marilue Hemmel

Civil Case Processing

Melba Houston
Mary Ann McClure
Georgia Proctor

Court Security

Keith Hudson
Jerry Moyer
Jack Wonneman

Criminal Case Processing

Spencer Colliatie
Pam Glastetter
Sandy Haymart
Marilue Hemmel
Karen Turley
Rhonda Jergens
Understudies:
Debbie Stokes
Jennifer York

Decedents Estates

Elaine Baldwin
Gail Crane
Beverly Kennedy
Anna Richerson
Therese Unverferth

Domestic Violence

Sarah Benne
Jeanette Duncan
Stacey Gillen
Lori Greene
Sandi Klobe
Yvonna Perciful
Carolyn Reddin
Debbie Westerman
Cheryl Whitmarsh

Ethics and Accountability

Peggy Harrison
Sandy Haymart
Scott Wetsch

Executions and Garnishments

Gretchen Davis
Brenda Eales
Ralph Layton
Debra Nichols
Patty Strodtman

Jury Management

Jammy Brandes
Michael Devereaux
Carol Gaddy
Teresa Steelman

Legal Terms and Researching

Sandi Klobe
Yvonna Perciful
Cheryl Whitmarsh

Minor & Adult

Guardianship/Conservatorship
Estates & Mental Health
Procedures
Elaine Baldwin
Brenda Eggering
Sharon Holbrooks
Beverly Kennedy
Anna Richeson
Therese Unverferth

Probate Case Processing

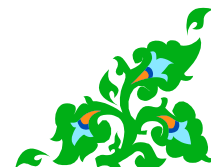
Gail Crane
Kathy Davidson
Beverly Kennedy
Anna Richerson
Paula Scobey
Therese Unverferth

Records Management

Mike Carr
Yvonna Perciful

Sound Recording Education

Ruth Block
Linda Datillo
Melinda Gumm
Mary Lindsey
Susan Potter
Pam Rush
Stacey Silkett



Municipal Judge Education Committee ---

The Municipal Judge Education Committee (MJEC) met Friday April 25, 2003 at the Judicial Education Center in Jefferson City. The MJEC discussed topics for the 2003 Fall Education Seminars.

In response to a review of the cost/attendance ratio at the 2002 Fall Education Seminars the MJEC is in the process of securing cost-free sites for the five statewide seminars. The Kansas City area Municipal Judge seminar will be held Friday October 24, 2003 at the off campus Central Missouri State University (CMSU) building in Lee's Summit. Carolyn O'Keefe, site director, is pleased at the opportunity to welcome Missouri's Municipal Judges to her off-site CMSU campus.

A letter of invitation and enrollment for the 2003 Fall Municipal Judge Seminars will be mailed to Municipal Judges statewide well in advance of the events. The Judges will have an opportunity to attend the five (5) hour CLE seminar in Cape Girardeau, Springfield, Jefferson City, Kansas City or St. Louis.

For more information contact Joyce Weber, Division Secretary, at 573-526-8844 or

Joyce_Weber@osca.state.mo.us



Have you wondered how to re-assign a group of hearings to a different Judge in JIS?? Or wanted to know how Juvenile Officers manage cases in JIS??

Find out the answers by taking Web-based Training (WBT) classes right in your own office!

WHY should I take them? To insure that you and your staff are using JIS to its fullest capabilities.

The WBT (web based training) series, "WBT - Case Management" offered via **JEWELS**, is designed to help Clerks, Judges, Juvenile Officers and front-line court staff improve caseload management. This quarter two new WBT courses, a course for Juvenile Enhancements and a course on using the Scheduling functions in JIS are being introduced. OSCA also offers five additional courses that will teach you how to use the JIS software to its full capabilities. An overview of each course follows.

JIS Case Management Course Overview

JIS 4.1 Juvenile Enhancements

You are part of the juvenile staff and need to quickly find out the medical information on a child. How do you do it in JIS 4.1? Or you have just inherited a caseload and want to get a handle on it. How do you find out all the cases you are now working? Or perhaps, it is Saturday night and you have been called into work with a chronic runaway child. You need information fast and it is right at your fingertips. How did you find it? JIS 4.1 Juvenile Enhancements covers four forms in detail. Find out how to use the Juvenile Review (**CAZJREV**), Custom Caseload (**CZACALO**), Medical Information (**CZAMEDI**) and School Information (**CAZSCHO**) forms in this WBT. You can take the WBT while you are at work at your convenience. It is loaded with information that will enhance your efficiency at work. It is a great course for all who work with juveniles, whether you are experienced on JIS or a new user.

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JIS Case Management

Course Overview *(Continued from Page 13)*

JIS 4.1 Scheduling

You need to schedule a hearing for a defendant with multiple cases. Learn how to do this by using the CDARELC form to your advantage. It will allow you to schedule a hearing for all of the cases at one time. Or perhaps your court likes to have hearings at the same time for defendants that are in custody. You can do this by using the Calendar Type field on CSAEVNT. If the judge in your court has retired and all of the cases are now assigned to the new judge, find out how to reschedule all of the cases with just a few keystrokes! Gain a deeper understanding of the scheduling process by taking this new interactive WBT. It is written for new users but experienced users will find useful information as well. The course is set up with three main topics: Scheduling Events forms (CSAEVNT, CDARELC), Calendar & Schedule Inquiry forms (CSIMNTH, CSISCHE) and Updating Events forms (CDAEVNT, CSAMASS, CSARSCH).

JIS 4.1 Navigation

Have you wondered what all those icons mean near the menu bar? Wanted to learn the most efficient ways to move within the JIS software? You will learn all this and more in this overview course that will navigate you through JIS. It is a must for the new user and will even give seasoned users some quick and easy tips.

JIS 4.1 Person & Party

If you aren't sure how to set up a Party ID for someone with only two letters in their last name (like Nu), you need to take this course. What do you do when someone gets married and changes their name? Do you need to learn how to use the Person Name/ID Inquiry (**CPIIDEN**) form to quickly locate a person in the JIS system?

This short course explains the construction of a JIS IDs and how to add demographic information using the Person Identification Entry (**CPAIDEN**) and the General Person Information (**CPAPERS**) forms. In addition, it will show how to remove or add parties to a case using the Case Party Entry (**CDAPRTY**) form. This is a great course for all JIS users no matter what your level of experience.

JIS 4.1 Initiation

Learn the basics of case initiation using the Case Initiation Maintenance (**CMAINIT**) form in JIS 4.1. This course will take you through the form, tab by tab (Person, Demographic, Event, Short Docket, Arrest, and Traffic). You will learn the initiation process by entering a case on JIS 4.1 and how to use the Navigation Pane to your advantage. This is an abbreviated upgrade course for the JIS 3.0 user but new users will find it very useful as well.



JIS 4.1 Disposition

Have the charges on a case ever changed in your court?! It happens and when it does you need to be ready to update JIS. On JIS 4.1, the disposition of charges takes place on a new tabbed form called the Custom Related Disposition (**CMADISP**) form. It is a one-stop disposition form that is used to modify charges, dispose of charges and associate a sentence to the charges. This WBT covers each tabbed area (Charge, Disposition and Sentence) on **CMADISP** and will give you a great overview of the processes. It offers interactive exercises that allow you to practice what you are learning in a safe training environment. It is recommended for all users.

JIS 4.1 Inquiry

How often do you get a phone call and need complete case information quickly? Custom Person/Case History (**CMIPCHI**) is designed to be a one stop inquiry form. This tab-based form will allow quick access to demographic information for all parties to the case, the case status, the charges, and the financial information. The Custom Alphabetic Name Search (**CZASRCH**) form is another screen that allows quick access to all types of case information. If you are a new user, this will give you the knowledge base to quickly respond to any type of JIS inquiry. This course is essential for the new or upgrade user.

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JIS Case Management Course Overview

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Frequently Asked Questions:

WHEN can I take them?

You can take these courses via the Intranet while you are at work. The courses allow you to stop at anytime and will bookmark the place, so you can start the course right where you left off. You choose the courses you want to take and the order you want to take them!

HOW long do they take?

They are estimated to take from 45 minutes to 3.5 hours, depending on the course. The courses are set up with bookmark capability. If you have to leave a course before it is completed, you can simply answer “yes” to “Bookmark?” as you exit. The course will remember the place for you. Skill Level Reviews cannot be bookmarked, they do have to be taken at one sitting.

WHAT courses are available?

There are eight JIS case management courses available right now. This quarter we are featuring two new courses, Juvenile Enhancements and Scheduling for New Users.

WHERE can I find them?

The Soft Skill courses are offered via JEWELS (Judicial Ed Web Learning System).

- To access the Missouri Judiciary home page click on the following link: <http://www.osca.state.mo.us>
- When you get there, click on “Office of State Courts Administrator”.
- A new screen will appear that has each OSCA division’s name in a box.
- Click on the Judicial Education box.
- The Judicial Education home page will appear.
- Click on the JEWELS link to register for any of the e-learning courses.



May

- 16** Family Court Committee Meeting
- 26** **Holiday - Memorial Day**
- 28** Appellate Court Education Committee Meeting
- 30** Circuit Court Budget Committee Meeting
- 30** Case Management Committee Meeting

June

- 05** MO Juvenile Justice Information Sharing System Meeting
- 20** Alternative Dispute Resolution Commission Meeting
- 20** Juvenile Information Governance Commission Meeting
- 26 -27** Trial Judge Education Committee Meeting
- 27** Court Clerk Education Committee Meeting
- 27** Family Court Committee Meeting

July

- 04** **Holiday - Independence Day**
- 10** MO Juvenile Justice Information Sharing System Meeting
- 11** Missouri Court Automation Committee Meeting
- 18** State Judicial Records Committee Meeting
- 18** Circuit Court Budget Committee Meeting

August

- 01** Juvenile Information Governance Commission Meeting
- 04-08** Enrollment - Summer Judicial College 2003
- 14** Case Management Installation Planning Committee
- 15** Circuit Court Budget Committee Meeting
- 20** Juvenile Court Improvement Project Steering Committee Meeting
- 21** MO Juvenile Justice Information Sharing System Meeting
- 22** Municipal Judge Education Committee Meeting

